



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

September 19, 2014

Amber Mullen  
201 S. 5<sup>th</sup> Ave  
Villisca, IA 50864

Dear Child Care Provider,

This letter is in regards to the September 19, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

**The following areas were out of compliance at the time of my visit:**

- ☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. *Need to lock up medications in the kitchen.*
- ☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. *The provider has 2 dogs and they both are current with vaccines but needs vet exams. Provider can find forms on DHS website.*
- ☐ 110.5(1)w Injury report forms are maintained for any injury requiring first aid or medical care. The forms are completed on the date of occurrence, shared with parents and copies are in the child's file. *Provider has them on a disc and needs to print them. DHS suggested provider put the forms in first aid kit for ease of use.*
- ☐ **110.5(2) A provider file is maintained and contains:**
  - ☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. *There are six (6) people in the home. Four (4) children had their immunization records. The provider had a written letter with all people in the home listed from the doctors office stating they are all healthy. This is not policy. Each member needs to have their own physical and provider can find the updated Provider Physical form on the DHS form.*
  - ☐ **110.5(2)c An individual file is maintained for each staff assistant and contains:** *Provider uses her daughter for an assistant and needs to include all the following information in the file.*
  - ☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396
  - ☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ **110.5(2)d An individual file is maintained for each substitute and contains:** *Provider does not have a substitute but was encouraged to have one in the event of an emergency. The following is just for the provider's information what a person has to complete to become a substitute.*

110.5(2)d A completed DHS Criminal History Record Check, form B, 595-1396.

110.5(2)d A completed Request for Child Abuse Information, form 470-0643

110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

☐ 110.5(4) The certificate of registration is displayed in a conspicuous place. *The provider does not have a copy of her registration and was directed to contact central office to obtain.*

☐ **110.5(8) Children's Files**

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. *The files need to be updated yearly. A referral to CCRR was made to support the provider with coming into compliance with children's files. Provider agreed to work with CCRR to come into full compliance.*

Each file contains: *There are 14 children enrolled in the daycare. 4 children were present during the compliance check. 2 children enrolled (1 of the children was present) were missing entire files.*

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number. *2 children's files were missing this information.*

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency. *2 children were missing this information.*

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. *7 children were missing this information. Please make sure each child has their own medical consent form.*

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. *5 children were missing this information.*

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian. *2 children were missing this information.*

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. *6 children were missing this information.*

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. *2 children were missing this information.*

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child. *2 children were missing this information.*

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. *9 children were missing this information.*

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since. *2 children were missing this information.*

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child. *2 children were missing this information.*

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care. *The provider does not have any injury report forms printed.*

**110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B" *The provider was not over numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.***

110.9(1)a Not more than six preschool children present at any one time including infants.

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.9(1)c Not more than four additional school-age children.

110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: November 15, 2014.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,



Social Worker II

A handwritten signature in blue ink that reads "Anne Matthai". The signature is fluid and cursive, with the first name "Anne" and last name "Matthai" clearly distinguishable.

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778 .

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).